

March 9, 2012

To: Candidates

From: Board of Directors, Society for the Prevention of Cruelty to Animals of Southwest Michigan (SPCA of SWMI)

RE: Executive Director Position

The Society for the Prevention of Cruelty to Animals of Southwest Michigan (SPCA of SWMI), a regional 501(c)(3) non-profit animal welfare organization seeks an Executive Director to lead and oversee all functions of its pet rescue and adoption center in Kalamazoo, Michigan. The Executive Director's primary roles are fundraising activities, grant writing, membership growth, public relations and volunteer recruitment & retention. This position reports to the Board of Directors.

Ideal Candidate Characteristics:

- Bachelor's or higher Degree or equivalent experience with strong public relations, business development and organizational promotion
- Demonstrated grant writing and fundraising experience
- Strong leadership & management skills
- Demonstrated skills in regards to verbal & written communication, oral presentations and public speaking
- Talent in creating an environment of teamwork among staff, volunteers and community partners. Ability to utilize those resources in the most efficient manner.

Position is full-time, salaried. Annual starting salary range is \$30,000 - \$35,000. Successful candidate will start August 1, 2012.

To apply send cover letter, resume and references to recruit@michiganrescue.org. References should include current and/or former employers and contacts from volunteer activities.

PLEASE NOTE: Applications will only be accepted via the above email address. No phone calls or correspondence will be accepted at the rescue center.

APPLICATION DEADLINE: MARCH 30TH, 2012